



## Information on how to apply for individual study during the advanced-study period and for retroactive financial aid incurred thereby

Dear Students,

State study grants, according to ministerial directives, must be used to improve study conditions. According to the LMU by-law on study grants, every Department has a Study Grant Commission where representatives of the Student Unions, Faculty, other Department employees, the Women's Representatives, or their respective substitutes, discuss details of how the grants should be earmarked. Their suggestions are then forwarded to the Dean. In June of 2014, the Commission decided to continue financial aid for individual study programs for Master students. Financial aid for internships in Germany and abroad, working on a Master's thesis, participation in conferences, research projects, workshops and other study-related activities is possible, whereby the Commission has decided to limit aid in all cases.

Please note the following points when applying for aid:

- The application form "Antrag auf Befürwortung einer individuellen Studiengestaltung" ([pdf Antrag auf Befürwortung](#)) should be submitted before the beginning of individual study, but may be submitted retroactively, at the Dean's Office. Please arrange an appointment to submit your application. (F 5.026, tel.2180-7000, [dekanat@cup.uni-muenchen.de](mailto:dekanat@cup.uni-muenchen.de))
- A full-time professor of the Chemistry or Pharmacy faculty must approve of and sign your application (see page 3 of the application form).

Upon completing your individual study, please make an appointment with the Dean's Office to arrange for your remuneration. Receipts submitted should include: bills, invoices (for bank transfers, a bank statement) and, especially, travel and housing costs, and, if applicable, visa charges.

- Original boarding passes, train tickets with invoices (proof that you paid for the tickets, and not some other person or institution)
- An official confirmation on the letterhead of the institution where your studies (internship, etc.) were conducted with your name, the exact dates of your program and its exact purpose signed by the director of your program (professor, manager, et al.)
- Confirmation of housing expenses and duration (bank statement, receipt, rental contract, legible confirmation from landlord) proving that you paid those expenses personally

Note: for the first month, €350 may be allotted for rent, thereafter €200 monthly.

- Without exception, financial aid will be paid after the completion of individual study when all expense receipts will have been submitted.
- First-class tickets and luxury housing will not be recompensed.
- Receiving aid from two public sources (Auslands-BaFög, DAAD, ERASMUS, PROSA) is not allowed. In many cases, however, it is possible to split various costs (transportation, housing expenses) with other grant sources such as LMU-PROSA, ERASMUS, etc., to achieve the best level of support. You are encouraged to use other sources of support such as private foundations, etc.

If you have any questions, please contact the Chemistry, Biochemistry or Pharmacy Student Unions or directly contact the secretary of the Dean.